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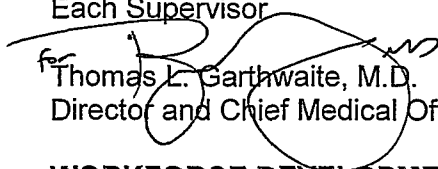
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January 5, 2006

TO: Each Supervisor

FROM: 
for Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

SUBJECT: **WORKFORCE DEVELOPMENT PROGRAM – FY 2005-06,
FIRST QUARTER REPORT**

At its May 22, 2001 meeting, the Board directed the Department to prepare quarterly reports on the Workforce Development Program ("WDP"). The attached report covers the first quarter of Fiscal Year 2005-06, namely the July 1, 2005 through September 30, 2005 period. Some of the training highlights include:

- Seven of the ten students who graduated from the LVN-to-RN nursing program at East Los Angeles Community College have taken the State RN licensure exam, with six who passed, three who did not pass, and the remaining person still needs to complete GED requirements. All six employees who passed the RN licensure test have been promoted, while one of the three persons who failed re-took the exam and is waiting for the results. The other two have been scheduled to take an extensive exam preparation course.
- Out of the ten employees participating in the Tuition Assistance Program, seven passed the State licensure exam, with five of those being promoted to RN and two to LVN positions. Out of the remaining three, two are continuing their nursing education, while the other did not pass the State exam and will soon be given additional NCLEX test preparation training.
- All five students who completed their Licensed Vocational Nurse training at St. Francis Career College took the State exam for LVN licensure. Three of the five passed and were promoted, another passed and is awaiting placement, while the remaining person is taking extensive NCLEX test preparation.
- On August 30, 2005, a new Licensed Vocational Nurse training program was started at Citrus Community College with 30 students enrolled. The training is scheduled to conclude in July 2006.

- Six of the twenty-two employees who completed their Registered Nurse training at El Camino Community College in May 2005, took the State NCLEX exam for RN licensure. Four passed and two failed the exam. This month, ten of the remaining sixteen graduating students are scheduled to take an extensive NCLEX-RN review course to prepare them to pass the State test for RN licensure.
- As of September 30, 2005 the new generic Registered Nurse training program at the College of Nursing and Allied Health at the LAC+USC Medical Center had 33 enrolled participants.
- As of September 30, 2005, the new LVN-to-RN program at East Los Angeles Community College continued with 32 students.
- In September 2005, twenty-three employees completed their training to become Licensed Vocational Nurses. The training was conducted at the LAC+USC School of Nursing and Allied Health and at Olive View/UCLA Medical Center. These students are currently taking an extensive NCLEX test preparation course.
- A combined total of one hundred-nineteen King/Drew Medical Center employees completed 2-day classes on the subject of "Influencing Through Communications."

Additional information is provided in the attached report. Please let me know if you have any questions or need additional information. Diane Factor, the Director of WDP, is also available to your staff for questions at (213) 639-2221.

TLG:DF:ad
d/firstquarterreportfy05-06.mem

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors



LA HEALTH CARE WORKFORCE DEVELOPMENT PROGRAM

First Quarter Report

FY 2005-06

* An Educational Partnership of the County Department of Health Services and
Service Employees International Union, Local 660

WORKFORCE DEVELOPMENT PROGRAM

**An Educational Partnership of the County's Department of Health Services and
SEIU Local 660**

Quarterly Report Fiscal Year 2005-06 – First Quarter

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EXECUTIVE SUMMARY

This report summarizes the training and educational activities of the Workforce Development Program ("WDP") for the reporting period July 1, 2005 through September 30, 2005.

Major highlights for the First Quarter include:

- Six of the twenty-two employees who completed their Registered Nurse training at El Camino Community College in May 2005 took the NCLEX-RN exam – four passed and two failed. Ten of the remaining students will be provided an extensive NCLEX-RN test preparation course in December 2005.
- From the ten employees participating through the Tuition Assistance Program, five RN's and two LVN's passed the State licensure exam. Out of those seven that passed, four have been promoted to the RN and two the LVN positions. One of the remaining three failed and will re-take the test, while the other two are continuing their nursing education.
- As of the end of September 2005, thirty-three employees continued with the new generic Registered Nurse training program at College of Nursing and Allied Health at LAC+USC Medical Center. The training is scheduled to conclude in August 2007.
- As of September 2005 thirty students continued with their Licensed Vocational Nurse training at Citrus Community College. The training is scheduled from August 2005 through July 2007.
- As of the end of September 2005, thirty-two licensed vocational nurses continued their LVN-to-RN nursing training program at East Los Angeles Community College. The 14-month training is scheduled from March 2005 through May 2006.
- On September 17, 2005 a graduation ceremony was held at LAC+USC for the twenty-three employees who completed their Licensed Vocational Nurses training at LAC+USC Medical Center's School of Nursing and Allied Health and at Olive View/UCLA Medical Center. In November 2005, these graduating students will be enrolled in an extensive NCLEX-LVN training to assist them in passing the State exam for LVN licensure.
- All five students, who graduated from the St. Francis Career College, took the State exam for LVN licensure. Three of the five passed and were promoted,

another passed and is awaiting placement, while the remaining person will be enrolled in an extensive NCLEX-LVN course in November 2005.

- Seven of the ten students who graduated from the LVN-to-RN program at East Los Angeles Community College have taken the State RN licensure exam, with six having passed, three failed and one must still complete her GED. All six who passed have been promoted to the RN position; one of the three who failed re-took the exam and is waiting for the results; and the other two will be enrolled in an extensive NCLEX-RN test preparation course.
- One hundred nineteen employees completed a two-day workshop on the topic of "Influencing through Communications". This program was specifically designed for employees of Martin Luther King/Drew Medical Center.
- A combined total of fifty-three employees completed a Basic Computers course at various Department of Health Services (DHS) facilities.
- A combined total of sixteen employees completed a 12-week Basic Spanish course. The instruction was conducted at several DHS facilities.

The attached report provides additional details on training and educational activities during the first quarter of FY 05/06.

WORKFORCE DEVELOPMENT PROGRAM
An Educational Partnership of the Los Angeles County Department of Health Services and
Service Employees International Union Local 660
FY 2005/06 First Quarter Report (July 1, 2005 through September 30, 2005)

Training Goal	Area of Training	Purpose	Status	Number Trained/In Training During Reporting Period
3.1	Communications	To provide portable skills for employees to provide enhanced quality services in a health care environment.	Van Tassell Consulting, Inc. was scheduled to provide up to five, 2-day workshops entitled "Influencing through Communications" exclusively to staff from Martin Luther King/Drew Medical Center.	One Hundred nineteen KDMC employees completed the 2-day communications workshop in the 1st quarter of FY 05/06. (To date, 2520 DHS employees have completed the training on "Communications").
3.3	Basic Computers	To educate beginning computer users to learn how to effectively use and operate a computer.	In the 1st Quarter of Fiscal Year 2005-06, basic computer training continued to be provided to employees of the Department of Health Services to enhance their ability to more efficiently use computers in the work environment.	Fifty-three employees of Olive View-UCLA, LAC+USC, King/Drew, Harbor-UCLA Medical Centers, and Rancho Los Amigos National Rehabilitation Center completed their basic computer training in the 1st Quarter of FY 05-06. (To date, 464 DHS employees have completed this training).
3.2	Basic Spanish	To provide DHS employees with basic Spanish language tools and techniques that can be effectively applied in the work setting.	Interactive basic Spanish courses continued to be offered in the 1st Quarter of FY 05-06 at various Department of Health Services sites. The classes are held over 12-week periods.	Sixteen DHS employees completed a Basic Spanish class for health care providers during the 1st Quarter of FY 05-06 (To date, 561 employees have completed the training).

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FY 2005/06 First Quarter Report (July 1, 2005 through September 30, 2005)

Training Goal	Area of Training	Purpose	Status	Number Trained/In Training During Reporting Period
2.2	Specialty Nursing and Nursing Education	To implement training programs to address critical staff shortages in nursing services.	<p>A second LVN-to-RN training program was instituted at the East Los Angeles Community College to provide an expedited avenue for interested and qualified licensed vocational nurses in DHS to become registered nurses.</p> <p>Assistance is provided to graduating nursing students to take the State-administered NCLEX test for RN licensure.</p> <p>A LVN training program for DHS employees was provided at St. Francis Career College. The training concluded in October 2004.</p> <p>Licensed Vocational Nurse training programs were initiated at LAC+USC's School of Nursing and Allied Health and the Olive View/UCLA Medical Center. Instructors from LAUSD provide the training. The training is scheduled from March 2004 through September 2005.</p>	<p>Thirty-two students continued with their LVN-to-RN training program that was developed under contract between DHS and East Los Angeles Community College (ELAC). The training started March 2005 and is scheduled to end in July 2006.</p> <p>Four of the ten graduating LVN-to-RN students from the ELAC class, three from Tuition Assistance, and four from the "Welcome Back" program who took the NCLEX-review, have passed the State exam and are now registered nurses. The other six LVN-to-RN students from ELAC are waiting to either: 1) take the State exam; 2) receive test results; or 3) to be promoted.</p> <p>Four of the graduating students have passed the NCLEX exam, with three been promoted to LVN, and one is waiting to be promoted and the remaining employee will be going through NCLEX training.</p> <p>A total of twenty-three employees graduated from the two DHS LVN programs (12 at LAC+USC and 11 at Olive View/UCLA). A graduation ceremony was held on September 17, 2005 at LAC+USC Medical Center. The graduating students will be taking NCLEX-LVN preparation courses starting in November 2005.</p>

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Training Goal	Area of Training	Purpose	Status	Number Trained/In-Training During Reporting Period
2.2	Specialty Nursing and Nursing Education	To implement training programs to address critical staff shortages in nursing services.	Generic Registered Nurse and Licensed Vocational Nurse training programs, for DHS employees, were established at local Community Colleges and LAC+USC's School of Nursing and Allied Health.	<p>Twenty-two employees completed their Registered Nurse (RN) training program in May 2005. These students were from the first generic RN program at El Camino Community College. Starting in July 2005, these students will be offered NCLEX-RN preparation classes to assist them in passing the State test for RN licensure.</p> <p>A new generic registered nurse training program was started at the College of Nursing and Allied Health at LAC+USC Medical Center. The training began in February 2005 and is scheduled to conclude in May 2007. Thirty-three students continued with this training as of the end of the 1st quarter of FY05-06.</p> <p>Thirty students were enrolled in a new LVN program at Citrus Community College. The training started in August 2005 and is scheduled to end in July 2007.</p> <p>Eighty-four employees attended a Pre-LVN bridge class at Rancho Los Amigos. The class started in May 2005 and was designed to prepare students to enter the LVN program at Citrus College in August 2005.</p>

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FY 2005/06 First Quarter Report (July 1, 2005 through September 30, 2005)

Training Goal	Area of Training	Purpose	Status	Number Trained/In Training During Reporting Period
2.2	Skills enhancement for nursing personnel	To provide specialized nursing training to enhance the ability of nurses to provide quality care to a diverse patient population.	Specialized training programs for nursing staff in areas such as EKG interpretation, physical assessment for newborn, pediatric, and adult patients, basic dysrhythmia, pharmacology, etc., were conducted at various DHS facilities and Community Colleges.	<p>Fourteen nursing employees completed a 3-day "Basic Dysrhythmia" (EKG) course at El Camino Community College. The course, conducted between August and September 2005, covered the treatment of dysrhythmias, including medication therapy and nursing intervention.</p> <p>Four nursing employees completed a Pharmacology: Medications and Math calculations course at El Camino College. The course was conducted from July through August 2005.</p> <p>Seven nurses completed an Adult Physical Assessment course in July 2005 at El Camino Community College.</p> <p>Nineteen nurses completed a one-day course on "Mood Disorders" in August 2005 at Martin Luther King/Drew Medical Center. This is part of a series designed to enhance caregivers' management of the psychiatric patient.</p> <p>Thirty-nine nurses were provided with 2-day courses on "Enhancing Critical Thinking Skills". This course is intended to strengthen critical thinking skills and optimize effective clinical decision-making in a variety of healthcare settings.</p>

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Training Goal	Area of Training	Purpose	Status	Number Trained/In Training During Reporting Period
2.2	Skills enhancement for nursing personnel	To provide specialized nursing training to enhance the ability of nurses to provide quality care to a diverse patient population.	Specialized training programs for nursing staff in areas such as EKG interpretation, physical assessments for newborn, pediatric, and adult patients, pharmacology, fetal monitoring, IV certification, etc.	<p>Sixteen LVNs participated in two separate classes designed for LVNs who work in patient care areas that require blood withdrawal and intravenous infusions. Upon successful completion the nurses will get an IV certificate.</p> <p>Twenty-three nurses, who work in pre-natal care areas, attended two separate one-day courses on "Basic Fetal Monitoring". The training was given at King/Drew Medical Center.</p> <p>Four nurses attended a four-day class on the "Essentials of Pathophysiology". The classes focused on pathophysiologic etiologies and signs and symptoms of organ system dysfunction.</p> <p>Thirteen nurses attended a two-day course on "Newborn Physical Assessment". This course focuses on providing the nurse with the knowledge to conduct a physical assessment on the newborn and neonatal patient.</p>